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### 1 Using Time Entry

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Audience for this Guide

This guide is written for employees who use one or more of the employee self service options available in Time Entry. These options include entering In and Out punches and other transactions using a computer rather than a time clock.

To take full advantage of this guide, you should be comfortable using a web browser such as Microsoft Internet Explorer® or Mozilla Firefox®. This guide is not intended to be a tutorial.
Introducing the TimeSaver Documentation Library

The TimeSaver library consists of the following guides:

- **TimeSaver User’s Guide** - Describes all of the time and labor management tasks you can complete through the TimeSaver web application.

- **Time Entry User’s Guide** - Describes the Time Entry system, which allows an employee to perform several self service tasks such as entering time and attendance transactions with a computer, viewing and requesting benefits, and approving time cards.

- **Quick Steps for Ethernet Setup ADP 5000 Series Time Clocks** - Provides quick steps for setting up Ethernet time clocks to receive downloads and employee transactions.

- **Quick Steps for Ethernet Setup ADP 6000 Series Time Clocks** - Provides quick steps for setting up Ethernet time clocks to receive downloads and employee transactions.

- **ClockAdmin Host and ClockAdmin Client Short Reference for Installation** - Provides steps for installing the two clock administration applications that connect the time clocks with TimeSaver.

- **ADP 5000/500 Series Time and Attendance Terminals User’s Guide** - Explains how to set up the 5000 series clock hardware to receive downloads and employee transactions.

- **ADP 6000/600 Series Time and Attendance Terminals User’s Guide** - Explains how to set up the 6000 series clock hardware to receive downloads and employee transactions.

- **TimeSaver Release Notes** - Provides information about new features and other updates for TimeSaver.
What’s in this Book

This guide, the *Time Entry User’s Guide*, covers the following topics:

Chapter 1, “Using Time Entry,” provides background information on the Time Entry application and an overview of the key features of the system.


Chapter 3, “Recording Various Transactions,” explains how to view your transactions as well as those entered by your manager. It also explains how to enter new transactions, edit existing transactions, and/or delete transactions.

Chapter 4, “Viewing Schedules,” shows you how to view your schedule in Time Entry (if your company is using the optional Scheduling module and you have existing work schedules for the selected time period).

Chapter 5, “Viewing Audits,” explains how to view a history of changes made to transactions in the selected time period.

Chapter 6, “Viewing and Requesting Benefits,” explains how to view your benefit balances in Time Entry (if your organization is using the optional Benefit Tracking functionality and a benefit plan has been assigned to you) and how to request time off.

Chapter 7, “Creating Templates,” provides instructions for creating templates of multiple transactions that can be applied all at once to a time period.

Chapter 8, “Approving Time Cards,” shows you how to approve your time card for the selected period, how to reverse your approval, and how to check the status of your manager’s approval.
Table 1 describes the documentation conventions used in this guide.

TimeSaver allows different labels (names) to be assigned to web page fields, tabs, and column headings for the labor levels in the TimeSaver system. The default labor levels are site, department, and position. The online help and user’s guides reflect the default labels. If your administrator has requested to change the default labels, text references and illustrations in the documentation may vary from what you see on the web pages. For more information, see “Understanding Labor Levels” on page 1-14.

Table 1. Documentation Conventions

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<th>Documentation convention</th>
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<tr>
<td><strong>bold</strong></td>
<td>In procedures, user interface items that you select, click, or enter information for are shown in bold. For instance, panel names, buttons, and field names.</td>
</tr>
<tr>
<td><strong>command</strong></td>
<td>Indicates that you should type the command on your computer.</td>
</tr>
<tr>
<td></td>
<td>Signifies important additional information.</td>
</tr>
<tr>
<td><strong>Important</strong></td>
<td>Signifies very important additional information.</td>
</tr>
<tr>
<td><strong>Helpful</strong></td>
<td>Identifies helpful—but not necessary—information.</td>
</tr>
<tr>
<td><strong>Warning</strong></td>
<td>Signifies that a failure to follow the recommended procedure could result in a loss of data or could result in the product not performing properly.</td>
</tr>
<tr>
<td><strong>i</strong></td>
<td>Used to indicate either of the following:</td>
</tr>
<tr>
<td></td>
<td>• You can find additional information in the online Help.</td>
</tr>
<tr>
<td></td>
<td>• You can find additional information on interface shortcuts and tips in the user’s guide.</td>
</tr>
<tr>
<td><strong>What’s next</strong></td>
<td>Indicates that you have reached the end of one step in a multiple-step process. Instructions are given after this convention to help you find the next step in the process and other related information.</td>
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## Documentation Conventions

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<th>Description</th>
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<tr>
<td>![Stop icon] End of procedure</td>
<td>Indicates that you have reached the end of a procedure. If additional information is available, it is noted after this convention.</td>
</tr>
<tr>
<td>![Info icon] More info</td>
<td>Click the question mark icon in the upper right corner of the web page to access online help. Indicates where you can find a complete description of every field on a panel. This convention is placed either to the left, below, or less often, to the right of a web page illustration.</td>
</tr>
<tr>
<td>![Task icon] Multi-step process</td>
<td>Lists each step in a multi-step process, and indicates which step the current section is documenting. In this example, the third step is currently being documented. Note that this step is highlighted in bold and is preceded by a check box with a check mark inside. If you are viewing an online manual, click the highlighted text to jump to the desired section.</td>
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Providing Comments

We welcome your comments and suggestions about all the documentation delivered with TimeSaver. That way, we can continue to improve the manuals and online help. You can provide comments in the following way:

- Give us feedback by visiting the web at adp4mc.adp.com. From the Contact Us area in the upper right corner of the page, select Via Email. Enter your message and click Send.
Chapter 1
Using Time Entry

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Introduction

This chapter explains some of the basic functionality used throughout Time Entry. It explains how to log on and how to change your password. This chapter also describes how to print information in Time Entry, and how to use certain fields that appear throughout the application.

Reviewing Time Entry Functionality

The Time Entry module allows you to enter time and attendance transactions without a time clock. You can use an Internet connection and a PC to enter your transactions.

If you are accessing TimeSaver for the first time, see the Introduction chapter of the TimeSaver User’s Guide for directions on how to install a security certificate and eliminate security popup messages.

Depending upon the options set up when you were enrolled as a Time Entry user, you can do one or more of the following tasks:

• Enter timestamp, in/out, pay code, and project transactions.
• Enter units, hours, or dollars for a defined set of pay codes.
• Update and delete transactions in Time Entry as long as your time card has not been approved or signed off.
• Attach notes to a transaction.
• Create a template for entering multiple transactions at once.
• View and print an audit trail of all transaction edits, including edits your manager made if you are a validated employee.
• View and print transactions for the selected time period.
• View and print your schedule based on the pay period displayed (if your organization uses the optional Scheduling module in TimeSaver).
• View and print a list of pay codes you can use.
• View and print a list of project codes you can use.
• Request time off and view and print benefit balances.
• Approve or undo approval of your time card for the pay period displayed.
• Change your Time Entry password.

Click 🔄 (Help) in the upper right corner of the Time Entry page to access online help.
Logging on to Time Entry

To access Time Entry, do the following:

1. Go to the TimeSaver log-on page. Someone in your organization (such as your supervisor) can provide you with a link to the log-on page.

2. From the User Type area, select the Employee option.

3. In the Username field, enter your assigned user name.

4. Enter your password in the Password field.
   - The first time you log on to Time Entry, enter the password that your supervisor gave to you.

5. Click Submit to log on. The Time Entry page displays.
   - If this is the first time you’ve logged on, the Change Password page displays. For information about changing your password, see “Changing Your Password” on page 1-6.
The following figure illustrates the Time Entry page.

The tabs that display on the Time Entry page depend upon the modules your organization is using, as well as the enrollment options your manager specified for you. For example, you may see only the Timestamp tab if your manager specified that you are only authorized to enter timestamp transactions. The Employee Schedule tab displays only if your organization uses the TimeSaver Scheduling module. The Benefits tab displays only if your organization is using the optional Benefit Tracking functionality and if you have been assigned a benefit plan.

![Figure 1-2. Time Entry Page](image)

6. When finished performing tasks in Time Entry, click [Logout].

   If you select the Log Off After Transaction check box (or if your manager selected this option for you during enrollment), you are automatically logged off after entering a Timestamp punch.

End of procedure

You have just finished learning how to log on to Time Entry.
Understanding Validation

After you log on to Time Entry, a (Validated) or (Not Validated) label displays in the title bar of your web page browser next to your user ID.

The Validated label means that you have a matching badge number and are recorded as an active employee in the main TimeSaver application. The Not Validated label can mean one of the following:

• You are enrolled as a Time Entry user with no matching information in the main TimeSaver application.

• You have matching information in the main TimeSaver application but your status is inactive (perhaps you are on leave).

• Your TimeSaver records have an effective date in the future.

If your designation is Not Validated, you can enter transactions in Time Entry, but the In and Out punches disappear after you save them. They are sent to the View Invalid Transactions module of TimeSaver where your manager must correct the transaction or complete your validation in TimeSaver.
Changing Your Password

The Change Password page allows you to create your own secure password for logging on to Time Entry.

To change your password, do the following:

1. Log on to Time Entry. The first time you log on to Time Entry, the Change Password page displays.

   You can also access the Change Password page by clicking **Change Password** at the bottom of any Time Entry tab. When you access the page using the button, a Back button is also available.

2. In the **Old Password** field, enter your assigned password.

3. In the **New Password** field, enter your new password using the following guidelines.

   Your password:
   - Cannot be the same as your user ID.
   - Must consist of a minimum of 8 characters and a maximum of 20.
   - Must contain at least one number and one letter.
   - May contain the following special characters: the “at” sign (@); a hyphen (-); an exclamation point (!); a pound sign (#); and the dollar sign ($).
   - Cannot contain repeating strings of more than 3 characters. For example, “AAA” is allowed, but “AAAA” is not.
   - Is case-sensitive.
   - Cannot be changed more than once in a 24-hour period.
4. In the **Confirm New Password** field, enter the new password again.

5. After filling in the fields on the page, click **OK** to change your password. The Time Entry page displays.

![Figure 1-4. Timestamp Tab](image)

6. When finished performing tasks in Time Entry, click **(Logout)**.

   - If you select the **Log Off After Transaction** check box (or if your manager selected this option for you during enrollment), you are automatically logged off after entering a Timestamp punch.

You just finished changing your Time Entry password.
Understanding Time Entry Header Fields

Following are descriptions of the fields that display at the top of the Time Entry page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>Displays your name.</td>
</tr>
<tr>
<td><strong>Time Period</strong></td>
<td>This field defaults to <strong>Current Period</strong> (pay period). You can also select <strong>Previous Period</strong>, <strong>Next Period</strong>, or <strong>Date Range</strong> to record the types of transactions for which you have security rights.</td>
</tr>
<tr>
<td><strong>From</strong> and <strong>To</strong> Dates</td>
<td>If you selected <strong>Date Range</strong> in the <strong>Time Period</strong> field, enter a date or click the calendar icons to select a specific date in each field.</td>
</tr>
<tr>
<td><strong>Refresh (button)</strong></td>
<td>Click to refresh a tab with data for the selected time period.</td>
</tr>
<tr>
<td><strong>Approve (button)</strong></td>
<td>Click to approve your time card. For more information about the approval process, see “Introduction” on page 8-2.</td>
</tr>
<tr>
<td><strong>Undo Approval (button)</strong></td>
<td>After you approve your time card, <strong>Undo Approval</strong> displays if you have rights for reversing your approval. For more information about this, see “Reversing Time Card Approvals” on page 8-6.</td>
</tr>
<tr>
<td><strong>Change Password (button)</strong></td>
<td>Click to change your password.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>This area at bottom left of the page displays status as of the current date and time, the date and time you last logged on, and the number of minutes you have been logged on. When appropriate, it also shows the ID of the user who signed off on your time card, and the date and time of your approval. If you are looking at a date range, sign-off information displays when the boundaries of a pay period are within the selected date range.</td>
</tr>
<tr>
<td><strong>Hours Worked/Hours Paid</strong></td>
<td>If you are a salaried or nonexempt employee, this field displays on the right above the grid on the Time Entries tab. When you click the <strong>Time Entries</strong> tab, <strong>Hours Paid</strong> or <strong>Hours Worked</strong> displays first depending upon your pay frequency. Use this field to toggle back and forth between the <strong>Hours Paid</strong> and <strong>Hours Worked</strong> view. Learn more about this field in Chapter 3, “Recording Various Transactions.”</td>
</tr>
</tbody>
</table>

You just finished reviewing the descriptions of the header fields that display at the top of the Time Entry page.
Printing Time Entry Information

While logged on to Time Entry, you can print various types of information. You can view the information online or send the information to a printer.

Your ability to view and print information in Time Entry depends upon the enrollment options your manager specified.

To print information in Time Entry, do the following:

1. Log on to Time Entry.
   
   For step-by-step instructions, see “Logging on to Time Entry” on page 1-3.

2. Select the tab from which you would like to print information.
   
   • To view or print transactions for the selected time period, select the Time Entries tab.
   
   • To view or print your schedule based on the time period displayed, select the Employee Schedule tab.

   This applies only if your organization is using the optional Scheduling module in TimeSaver.

   • To view or print an audit trail of all transaction edits (including edits made by your manager if you are a validated employee), select the Audits tab.

   • To view or print benefit balance information, select the Benefits tab.

   • On the Time Entries tab, click Pay Codes List or Projects List to print those lists.

3. Click Print. A page report displays.

   Print displays only if there are entries on the page. (It displays as Print Balances on the Benefits tab.)

4. If desired, send the page report to the printer using your browser’s printing functionality.
   
   You may want to select landscape format from the browser’s Print menu.

5. When finished viewing or printing the information, close the report.

You just finished learning how to print information in Time Entry.
Recording Transactions for an Unlisted Department/Position

Several tabs in Time Entry contain a Department/Position field. If you have been set up with the ability to select secondary department/position combinations, you can select another department/position combination from the list in this field.

Occasionally you may need to record a transaction for a department/position to which you have not been assigned (and does not appear in the list). There are two ways to do this. You can use a transfer code that has been provided to you, or you can enter valid department and position codes.

The Unlist option displays only if you are a validated user, and if your manager enrolled you with access to select secondary department/position combinations. Your manager may have specified an option during enrollment that restricts your ability to enter transactions for secondary departments. In that case, the Unlist option is not available.

The Unlist option displays in the Department/Position field when you are recording a new transaction. It does not display when you are editing an existing transaction.

To select an unassigned department/position, continue with one of the following topics:

• Selecting an Unlisted Department/Position Using a Transfer Code

• Selecting an Unlisted Department/Position by Entering Department and Position Codes

Selecting an Unlisted Department/Position Using a Transfer Code

To enter a transaction for an unassigned department/position by using a transfer code, do the following:

1. Log on to Time Entry and navigate to the tab where you would like to record your transaction. You can select a department/position combination from the following areas:

   • For a timestamp transaction, go to the Timestamp tab and select Unlist from the Department/Position field. The Select Unlisted Department Position popup window displays.

   • To enter an unlisted department-position combination on the Time Entries tab, add a new transaction row and then go to the Dept-Position column and select Unlist. The Select Unlisted Department Position popup window displays.

   On the Time Entries tab, you can only select Unlist in a new transaction row.
The following figure illustrates the Select Unlisted Department Position window on the Timestamp tab.

![Select Unlisted Department Position Window](image)

**Figure 1-5. Select Unlisted Department Position Window**

2. Select the **Use Transfer Code** option.

3. Enter the correct transfer code in the **Transfer Code** field. An error message displays if you enter an incorrect code.

4. Click **OK**.

   Because the department-position combination was not assigned to you, the transaction flows to the View Invalid Transactions module of TimeSaver where your manager views the transaction and decides whether to assign the new department and position to you or delete the transaction. The new transaction row in which you entered the unlisted department and position no longer displays on the Time Entries tab.

You just learned how to select an unlisted department/position by entering a transfer code. Now learn how to do so using department and position codes.
Selecting an Unlisted Department/Position by Entering Department and Position Codes

You can enter a transaction for an unassigned department/position by entering a valid department and position code.

- If you enter invalid codes, an error message displays and you cannot record the transaction.

To enter valid department and position codes, do the following:

1. Log on to Time Entry and navigate to the page where you would like to record your transaction. You can select a department/position combination from the following areas:
   - For a timestamp transaction, go to the Timestamp tab and select Unlist from the Department/Position field. The Select Unlisted Department Position popup window displays.
   - To enter an unlisted department-position combination on the Time Entries tab, add a new transaction row and then go to the Dept-Position column and select Unlist. The Select Unlisted Department Position popup window displays.

   - On the Time Entries tab, you can select Unlist in a new transaction row only.

   The following figure illustrates the Select Unlisted Department Position popup window on the Time Entries tab.

   ![Select Unlisted Department Position Window](image)

   **Figure 1-6. Select Unlisted Department Position Window**

2. Select the Use Department Code and Position Code option.

3. Enter the correct department code in the Dept Code field.
4. Enter the correct position code in the **Posn Code** field.

5. Click **OK**.

Because the department-position combination was not assigned to you, the transaction flows to the View Invalid Transactions module of TimeSaver where your manager must assign the new department and position to you or delete the transaction. The new transaction row in which you entered the unlisted department and position no longer displays on the Time Entries tab.

---

**End of procedure**

You just learned how to select an unlisted department/position by entering a transfer code.
Understanding Labor Levels

TimeSaver allows different labels (names) to be assigned to labor levels. The default labels are site, department, and position.

The online help and user’s guides reflect the default labels. If your administrator requested different labels, text references and illustrations in the documentation may vary from what you see on the web pages.

Additional information about labor levels is included in the TimeSaver User’s Guide.

Now you know there may be some variation in field names on your Time Entry web page.
CHAPTER 2

Recording Timestamp Transactions

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</table>
The first active tab on the Time Entry page is the **Timestamp** tab (if you are enrolled to enter timestamp transactions). Recording a timestamp is similar to using a time clock.

### Recording Timestamp Transactions

To record a timestamp transaction, do the following:

1. Log on to Time Entry and make sure the **Timestamp** tab is selected.

   - Instead of a mouse, use the tab key on your keyboard to access the Timestamp fields. When you access a drop-down field, use the down arrow key to access its list and press **Enter** when your selection is highlighted.

2. If you need to record a transaction for a site other than your home site, select another site from the **Site** field. Your home site is the default selection.

   - This field displays only if your manager enrolled you to enter transactions for sites other than your home site, and if secondary sites were assigned to you in TimeSaver.
3. If you need to record a transaction for a different department/position, choose from the selections in the Department/Position field. The Stay in Current Department/Position option is the default setting.

Your manager may have specified an option during enrollment that restricts your ability to enter secondary departments. In this case, the Department/Position field does not display.

If you need to record a transaction for a department/position to which you have not been assigned, select Unlist from this field. For more information, see “Recording Transactions for an Unlisted Department/Position” on page 1-10.

4. Select the Log Off After Transaction check box if you want to log off from Time Entry without returning to the Time Entry page after the transaction has been recorded.

This option may have been selected for you during enrollment.

5. Click Add Punch to enter your timestamp transaction. The current date and time displays just under Add Punch. The date and time are synchronized to your home site time (adjusting for time zone and daylight saving time as needed).

If schedule restrictions were set for you and you enter a punch outside of those times, a warning message prevents you from recording the punch.

After clicking Add Punch, the Insert Timestamp Punch popup window displays (if you were enrolled to see the confirmation).

Click the question mark icon in the upper right corner of the web page to access online help.
6. From the Insert Timestamp Punch window (if applicable), click **OK** to save the timestamp transaction.

   The Insert Timestamp Punch window displays for a certain number of seconds. If you do not click **OK** or **Cancel** in that amount of time, the transaction is automatically recorded. If the window never displays, check with your manager to see if the confirmation popup was not activated in your Time Entry enrollment.

   If you were enrolled in Time Entry with punch restrictions, you are not allowed to punch back in too soon after punching out.

   If you work to a schedule and your manager or organization has set up restrictions around your in and out punches, you cannot record a punch that is too early for the start of your schedule or too late for the end of your schedule for the day.

   If you select the **Log Off After Transaction** check box (or if your manager selected this option for you during enrollment), you are automatically logged off after entering a timestamp punch.

You just finished learning how to enter a timestamp transaction.
# Chapter 3

## Recording Various Transactions

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Introduction

Depending on how you are enrolled in Time Entry, you may be able to enter new transactions, edit existing transactions, enter transactions using templates, and delete transactions on the Time Entries tab. The Time Entries tab also displays transactions entered at time clocks and those your manager entered.

The Time Entries tab displays only if you were enrolled with access to the tab. Likewise, some of the fields and buttons on the Time Entries tab display only if you were enrolled with access to them.
Entering Transactions on the Time Entries Tab

This section describes the following topics:

- Accessing Time Entries
- Applying Templates
- Entering Transactions One at a Time

Accessing Time Entries

To access the Time Entries tab, do the following:

1. Log on to Time Entry and select the **Time Entries** tab.

   Apart from using the mouse, you can also use the arrow keys on your keyboard to access the tab. (The previous Time Entry tab must be highlighted in order to move to the next one.) Then use the **Tab** key to access other fields. Press **Shift** and **Tab** to move back to a previous field. After you type or select transaction information, press **Enter**. You can also use the arrow keys to scroll, if needed.

   The following figure illustrates the Time Entries tab for a new time period with no transactions entered yet.

   ![Time Entries Tab](image)

   **Figure 3-1. Time Entries Tab**

2. View the entries displayed in the grid, if any.

   If you are a salaried employee, see “Editing Salaried Transactions” on page 3-20 for more information about the salaried transactions views.
As transactions are saved, **Total Hours Worked**, the **Hour Pay Code Total**, the **Dollar Pay Code Total**, and the **Project Total** display below the transactions grid.

- **Total Hours** includes the hours for In and Out transactions, hours pay code transactions, and project hour pay code transactions.
- **Hour Pay Code Total** includes hours type pay codes and project hour pay code transactions.
- **Dollar Pay Code Total** includes dollar type pay codes and project dollar pay code transactions. (Hours or unit pay codes are not included in this total.)
- **Project Total** includes project hours and project hour pay codes.

3. Optionally, click **Print** to print transactions for the selected pay period. (Or, use the tab key to tab to the Print button and press **Enter**.)

   - Your ability to print reports depends on whether you were enrolled with access to reports. For more information, see “Printing Time Entry Information” on page 1-9.

4. To view a report of the pay codes available to you, click **Pay Codes List**. When the report displays, you can use your browser’s printing functionality to send the report to a printer.

You just finished learning how to access and view the **Time Entries** tab. Now learn how to use a template to enter multiple transactions at one time.

**Applying Templates**

If you have created templates of transactions on the **Template Setup** tab, you can record multiple transactions at one time by applying a template on the Time Entries tab. Read about templates in Chapter 7, “Creating Templates.”

- If you are paid according to a pre-set schedule, templates cannot be used because your transactions for a complete time period are automatically entered in the Time Entries grid.

To apply a template, do the following:

1. From the Time Entries tab, select the time period to which you want to apply the template in the **Time Period** or **From** and **To** fields.

2. Select the desired template from the **Available Template Profiles** field.
3. Click (Apply Template). The template applies its transactions to the time period you selected in the **Time Period** field.

   If the selected time period covers more than one week, the template applies the same week of transactions to the next week and so on until the selected time period is filled.

   A yellow background displays in the **Actions** column for each new transaction row. The yellow background indicates the transaction is pre-saved and ready to be edited or saved to the TimeSaver database.

   If a template transaction is incomplete, (Pre-save) and (Undo Action) display in the transaction row until you add the required data or undo the whole row.

4. Make edits to the template transactions, if necessary, by using the steps for “Entering Transactions One at a Time” on page 3-5.

5. Click **Save** to save the new transactions to the database.

   The template does not apply transactions on a day that already has transactions.

---

**What's next**

Now that you know how to apply templates, learn how to work with transactions one at a time.

### Entering Transactions One at a Time

On the **Time Entries** tab, you can add or edit transactions one row at a time. There are three types of transactions you can enter.

- In and Out transactions
- Pay Code transactions
- Project (covering hours and pay codes) transactions

The transaction function is available to the user based upon their enrollment.

Follow these steps to enter or edit transactions in the Time Entries grid.

1. Log on to Time Entry and select the **Time Entries** tab.

2. From the **Time Period** field, select the period for which you want to enter or edit transactions.

   For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.
The following figure illustrates a Time Entries tab with no transactions.

![Time Entries Tab](image)

**Figure 3-2. Time Entries Tab**

3. If you are entering transactions in the selected time period for the first time, click 
   ![Insert Row](image) to create a new row that contains the start date of the selected pay period, your home site, and your home department and position combination. Follow instructions in Step 5 through Step 10 to complete the transaction.

   ![Figure 3-12](image) on page 3-21 illustrates a salaried employee’s Time Entries grid with transactions already generated by TimeSaver.

4. If the selected time period already contains transactions, click 
   ![Insert Row](image) from an existing transaction row. The date, site, and department-position information in the row you clicked is copied to create a new row in which you can add or edit information as necessary. (You cannot copy notes, pay codes, and other transactions to which only your manager has access.)

   **Press Ctrl** and click the insert row icon to copy all information for which you have security access (including the transactions) and to add a day to the transaction date in the new row.

   A ![Blue Triangle](image) (Blue Triangle) in the corner of a transaction field indicates that a specific transaction is created based on employees request. Read more about editing these transactions in “Editing Pay-to-Schedule Transactions” on page 3-18.
The following figure illustrates the first row inserted in a Time Entries grid.

![Time Entries Tab](image)

**Figure 3-3. Time Entries Tab**

5. Enter the correct date or use the calendar icon to select a **Date**.

   - The date you enter must fall within the date range selected at the top of the Time Entry page, unless the transaction is a pay code or project pay code that needs to be applied to a date in the future.

   Transactions for projects with start and end dates must occur on or within those dates.

   If you are entering a transaction for a future date, select **Date Range** in the Time Period field, and then select the date in the **To** field to match or exceed the date of the future transaction.

6. In the **Site** column, select the site code for which the transaction is being recorded.

   - If you have access to more than 24 sites, this field changes so you can type some or all of the site code or description in the column. When you enter the first character, sites that match the character display and you can select from the list.

   Secondary sites are available for selection if you were enrolled with access to secondary sites, and if secondary sites were assigned to you in the main TimeSaver application.
7. Select the appropriate department and position combination in the **Dept-Position** column.

- The options in this field vary, depending on whether you have been set up to enter transactions for department-position combinations other than your home department-position.

  If you need to record a transaction for a department-position to which you have not been assigned, select **Unlist** from this field. The **Unlist** option displays under these circumstances:

- You are inserting a new transaction
- Your user ID has been validated
- Your manager enrolled you with access to select secondary department/position combinations.

  For more information, see “Recording Transactions for an Unlisted Department/Position” on page 1-10.

8. If you are entering an **In** and **Out** transaction, do the following:

   a. Enter a time in the **In** column.

   b. Enter a time in the **Out** column.

- There are two formats for entering In and Out times: military 24-hour format and standard clock 12-hour format. Your time format is determined when you are enrolled as a Time Entry user.

  - If you are set up to enter time in military format, enter a start time between 0000 and 2359. Enter a stop time between 0001 and 2400.

  - If you are using standard time, enter an **a** at the end of the time to indicate A.M., or a **p** at the end of the time for P.M. punches. You can enter the time in several ways, and you do not need to enter a colon between the hours and minutes. For example, to enter an Out punch of 5:00 P.M., you can just enter **5p**, and when you tab out of the cell, TimeSaver formats the time to 05:00 P.M. You can also enter all four numbers (in this example, **0500**) with or without the colon. If you do not enter an **a** or **p** after the time, TimeSaver automatically enters the time in A.M. format, except for 12 that defaults to P.M. (Therefore, if you want to enter an In punch for 7:00 A.M., you can just enter the number **7**. When you tab out of the cell, TimeSaver formats the time to 07:00 A.M.)

- Transactions entered during the “spring ahead” Daylight Saving Time transition hour (2 a.m. to 2:59 a.m.) cannot be saved. A warning message notes the invalid transaction when you try to save the time card.

  - Click **Edit Icon** on the transaction row; correct the entry, and then pre-save the transaction.

   c. Click **Pre-save** to enter the transaction into the grid. A yellow background displays in the Actions column, indicating the transaction has not been saved to the database.

   - You can click **Save** to save each transaction to the database, or you can wait until you have several transactions or a full time period of transactions to save all to the database.
The following figure illustrates a Time Entries tab with an In and Out transaction.

![Time Entries Tab](image)

**Figure 3-4. Time Entries Tab**

9. If you are entering a **Pay Code** transaction, do the following:

   a. Select the appropriate pay code in the **Pay Code** column.

      - If you have access to more than 24 pay codes, this field changes so you can type some or all of the pay code or its description in the column. When you enter the first character, pay codes that match the character display and you can select from the display.

      In some cases, your manager may enter a transaction using a pay code that is outside of your pay code group. You can see the transaction on the Time Entries tab, but you cannot edit it or list it into a new row.

      You can also display and print a copy of the pay codes available to you by clicking **Pay Codes List** and using your browser’s **Print** menu.

   b. Enter a value in the **Hours**, **Dollars**, or **Units** column based on the type of pay code you selected.

      - If you select an hours pay code (such as vacation), the **Hours** column is active. If you select a dollar pay code (such as tips or commissions), the **Dollars** column is active. If you select a units pay code (such as mileage), the **Units** column is active.

   c. Click **(Pre-save)** to enter the transaction into the grid. The yellow background in the Actions column indicates it is not yet saved to the database.
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Time Entry User’s Guide

The following figure illustrates a Time Entries tab with a pay code transaction entered in the second row.

![Time Entries Tab](image)

**Figure 3-5. Time Entries Tab**

10. If you are entering a **Project** transaction, do the following:

   a. Select the appropriate project code in the **Project Code** column. You can select project codes from your assigned project group.

      - If you have access to more than 24 project codes, this field changes so you can type some or all of the project code and its description in the column. When you enter the first character, project codes that match the character display, and you can select from the display.

      In some cases, your manager may enter a transaction for a special project that is outside of your project group. You can see the transaction on the Time Entries tab, but you cannot edit it or copy it into a new row.

      Click **Project List** to see a list of project codes you can use. Use the browser’s **Print** menu to print a copy of the list.

   b. After selecting the project code, enter hours in the **Hours** column for a simple hours transaction, or select the appropriate pay code in the **Pay Code** column.

      Click **Pay List** to see a list of pay codes you can use. Use the browser’s **Print** menu to print a copy of the list.
c. Enter a value in the **Hours**, **Dollars**, or **Units** column based on the type of project pay code transaction you are entering.

   If your project pay code transaction requires hours (such as vacation), the **Hours** column is active. If the project pay code transaction requires dollars (such as tips or commissions), the **Dollars** column is active. If the project pay code transaction requires a number of units (such as mileage), the **Units** column is active.

d. Click **(Pre-save)** to enter the transaction into the grid. The yellow background in the **Actions** column indicates it is not yet saved to the database.

   The following figure illustrates a Time Entries tab with a project transaction entered in the third row.

![Figure 3-6. Time Entries Tab](image)

```
```

**Figure 3-6. Time Entries Tab**

e. Click **Save**.

---

**What's next**

Now that you know how to enter transactions one at a time, learn how to edit them.
Editing Transactions

If you have the required security access, you can edit pre-saved or saved transactions. Follow these steps:

1. Log on to Time Entry and select the **Time Entries** tab.

2. From the **Time Period** field, select the period for which you want to edit transactions.

   - For more information about the fields and buttons that display at the top of the page, see "Understanding Time Entry Header Fields" on page 1-8.

3. To edit a pre-saved or saved transaction, do the following:
   
a. Click **Edit**.

b. Enter or select the new information.

c. Click **Pre-save**. If you don’t want to keep the changes, click **Undo Action** before pre-saving.

   - If you want to change a saved transaction to a different type (for example, changing an In and Out punch transaction to a pay code transaction), you must delete the transaction row and add a new row to enter the different transaction type.

   Remember that you cannot edit some system-generated transactions. Shift premiums and pay codes that only your manager can access are examples of transactions that you cannot edit in Time Entry. Figure 3-12 illustrates a salaried employee's automatically- (system) generated transactions.

4. Click **Save** to save all new transactions in the grid to the TimeSaver database. Click **Refresh** to clear the grid of all new entries if you don’t want to save them.

   - When you click **Save**, new data in the grid is merged and calculated. Calculated totals display at the bottom of the tab and are used in other TimeSaver modules.

   A number of your organization’s rules may change the times of In and Out punches after you save them. These rules include rounding rules, grace parameters, work rules, and other settings. You may also notice a calculation adjustment made for punches that span the "spring ahead" transition hour to Daylight Saving Time. If you need additional information, please contact your corporate payroll administrator or HR resource who can partner with the ADP TimeSaver Support Center.

   - You cannot delete the following Pay Periods:
     - Pay periods that are closed
     - Pay periods that are signed off by the manager
     - Pay periods for which the time card has already been approved
The following figure illustrates a Time Entries tab with all transactions saved to the database.

![Figure 3-7. Time Entries Tab]

Click the question mark icon in the upper right corner of the web page to access online help.

Now that you know how to edit transactions, learn how to delete them.
Deleting Transactions

If you have security access for deleting transactions, you can do so in the grid of the Time Entries tab.

1. Log on to Time Entry and select the **Time Entries** tab.

2. From the **Time Period** field, select the period that contains the transaction you want to delete.

   For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.

3. Click the ![Trash Can](trash-can-icon.png) (Trash Can) in the row of the transaction you want to delete. A **Time Entry Delete** window requires you to complete or cancel the deletion.

   The choices on the Time Entry Delete window vary according to the type of transaction you are deleting. If you are deleting in a row containing a punch pair, you have a choice of deleting the In, the Out, or Both transactions. If you are deleting a pay code, the pay code and its value are displayed. If you are deleting project hours, the number of hours display.

   The following figure illustrates a deleted transaction row with the ![Restore Original Transaction](restore-icon.png) (Restore Original Transaction) icon displaying in the **Actions** column. There is also a gray background in the **Actions** column of the deleted row.

   ![Figure 3-8. Time Entries Tab](image.png)

4. Click ![Restore Original Transaction](restore-icon.png) (Restore Original Transaction) if you want to retrieve the deleted transaction.

5. Click **Save** if you want to make the deletion permanent. The deleted row no longer displays after you save the grid’s transactions to the database.
You cannot delete the following Pay Periods:

- Pay periods that are closed
- Pay periods that are signed off by the manager
- Pay periods for which the time card has already been approved

Now that you’ve learned how to delete transactions, learn how to attach notes to your transactions.

**Attaching Notes to Transactions**

If you have been enrolled with the necessary access, you can attach notes to transactions in pay periods that have not been approved or signed off. Follow these steps to attach a note to an existing transaction:

You cannot attach notes to certain system-generated pay codes such as Tip/Tokes, Meal Penalties and Makeup Pay. Therefore, the Add Note icon does not display for these system-generated pay code transactions. However, some pay codes that are system-generated can also be entered manually. If your manager has manually entered pay codes that are in your pay code group, you can attach notes to them.

1. Log on to Time Entry and select the Time Entries tab.
2. From the Time Period field, select the period that contains the transaction for the note.

For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.
3. Click Add Note (Add Note) in the row of the transaction for which you want to add a note. The Add Note window displays.

You can move the popup window by holding down a left-click on the window’s title bar or bottom button row and moving your mouse.

4. In the Apply New Note to field, select whether to attach the note to an In time, Out time, or Both times.

This field is not displayed for other types of transactions such as pay codes.

5. Select the Note Type, either custom or a reason code.

a. If you select Custom Note, type your note in the Custom Note text box.

b. If you want to Select from Reason Codes, choose from the Reason Code field.

ADP works with you to set up reason codes for this option to display in the Note Type field. If you need additional information about defining reason codes, please contact your corporate payroll administrator or HR resource who can partner with the ADP TimeSaver Support Center.

6. Click Record. The note is pre-saved to the Time Entries grid and (Note Available) displays in the Actions column of the transaction row.

Hover the mouse over the saved note to view the note.

7. To edit a pre-saved or saved note, click (Note Available) and make your change.

8. To completely delete a note from the transaction, click the note icon and select (none) in the Apply New Note to or Note Type fields.
9. Click **Save** to save the notes to the TimeSaver database, or make other additions and edits in the grid before saving to the database.

Next, learn how to work with pay-to-schedule transactions.
Editing Pay-to-Schedule Transactions

If you are paid to a pre-set schedule, the scheduled transactions display automatically when you access the Time Entries tab. To work with pay-to-schedule transactions, do the following:

1. Log on to Time Entry and select the Time Entries tab.
2. From the Time Period field, select the appropriate time period.

For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.

The following figure illustrates a grid of pay-to-schedule transactions. The small, blue triangle in the corner of the transaction field indicates TimeSaver automatically entered the transaction based on your schedule.

3. To edit a pay-to-schedule punch transaction, click (Edit) and enter the correct time in the In or Out column of the transaction row.

If you insert a punch that is outside of the thresholds for your pre-set schedule, the pay-to-schedule punches display in addition to the new punch.

The (Blue Triangle) does not display for an hour pay code that is setup as Override Pay to Schedule because the pay to schedule transaction for the day is removed. For example, while pay to schedule employee is scheduled from 08:00 A.M. - 05:00 P.M. for a day then the transactions are displayed with a (Blue Triangle). For the same day if an employee enters 8 hours pay code then the punches between 08:00 A.M. - 05:00 P.M are not displayed on the time card. Instead, 8 hour vacation pay code is displayed.
4. To enter or edit other types of transactions, follow the instructions in “Entering Transactions One at a Time” on page 3-5.

The following figure illustrates a pay-to-schedule time entries grid with edited transactions.

![Figure 3-11. Time Entries Tab](image)

Now learn how to view and add to system-generated salaried transactions.
Editing Salaried Transactions

If you are a salaried or non-exempt salaried employee, TimeSaver automatically enters your regular salaried hours in the Time Entries grid.

The following conditions apply to the display of a salaried employee’s Time Entries grid:

- If you are paid on a monthly or semi-monthly frequency, **Hours Worked** display in the grid first, and the **Hours Worked/Hours Paid** field displays at the top right of the grid. Use this field to toggle between the two views.

- If you are paid on a biweekly or weekly frequency, **Hours Paid** display in the grid first, and the **Hours Worked/Hours Paid** field is only available if you also enter transactions at a time clock, or if your manager has entered transactions for you in the main TimeSaver application.

The total fields below the Time Entries grid also reflect the view on display. For example, **Total Worked Hours** display when you are in the **Hours Worked** view, and **Total Salaried Hours** display when you are in the **Hours Paid** view. The selected view also controls what displays in the other fields on the totals row.

To work with salaried transactions, do the following:

1. Log on to Time Entry and select the **Time Entries** tab.
2. From the **Time Period** field, select the appropriate time period.

   For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.
The following figure illustrates the Time Entries grid for a salaried employee who is paid on a semi-monthly basis. Notice the edit, delete, and note action icons are not available for automatically-generated transactions.

![Time Entries Grid](image)

**Figure 3-12. Time Entries Tab**

You cannot edit automatically-generated salaried transactions; however, you can add transactions to the selected time period by following these steps:

3. Click ![New Transaction](image) to create a new transaction row.

4. Enter the new transaction information according to Step 5 through Step 10 in “Entering Transactions One at a Time.”

5. Click ![Pre-save](image) (Pre-save). The new transaction displays with the ![Edit](image), ![Delete](image), and ![Add Note](image) icons available.

6. Click ![Save](image) if you want to save the new transaction to the TimeSaver database. Notice that you are switched to the Hours Worked view with all the Action icons available.

You can see and edit Hours Worked transactions only in the **Hours Worked** view. You can view In and Out transactions only in the **Hours Worked** view, but you can also view pay code and project transactions in the **Hours Paid** view.
The following figure illustrates the **Hours Worked** view with added transactions that have been saved to the database. If you are paid to a pre-set schedule, you may also see pay-to-schedule transactions in this view. For more about pay-to-schedule punches, see “Editing Pay-to-Schedule Transactions” on page 3-18.

![Time Entry](image)

**Figure 3-13. Time Entries Tab**

7. To add a template of transactions to a salaried transactions grid, do the following:

   a. Choose the desired template from the **Available Template Profiles** field.

   b. Click ![Apply Template](image). The following figure illustrates an applied template in the pre-saved stage.

   ![Time Entry Template Applied](image)

   **Figure 3-14. Time Entries Tab**

   c. Click **Save** to save the template transactions to the TimeSaver database.
You’ve just learned about all the tasks you can perform on the Time Entries tab.
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Introduction

You can view schedule information on the Employee Schedule tab. When you click the tab you see the information if your organization is using the optional Scheduling module, or you see a notation that there is no schedule for the selected time period.

The information on the Employee Schedule tab is for viewing and printing purposes only.
Viewing Your Schedule

To view employee schedules, do the following:

1. Log on to Time Entry and click the Employee Schedule tab.

   Instead of using a mouse, use the arrow key on your keyboard to access the tab. (The previous Time Entry tab must be highlighted in order to move to the next one.) Then use the Tab key to access other fields. To print your schedule, click Enter when the Print key is selected. Press Shift and Tab to move back to a previous field. You can also use the arrow keys to scroll.

2. From the Time Period field, select the period for which you want to view schedules.

   For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.

3. View the scheduling information listed in the grid.

4. Optionally, click Print to print the scheduling information.

   Your ability to print reports depends on whether you were enrolled with access to reports. For more information about printing reports, see “Printing Time Entry Information” on page 1-9.

You just finished learning how to view your schedule in Time Entry.
Chapter 5

Viewing Audits

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Introduction

The **Audits** tab displays a history of changes made to transactions in the selected time period.

- The **Audits** tab displays only if you were enrolled with access to it.
Viewing History of Changes to Your Time Card

To view audits, do the following:

1. Log on to Time Entry and click the Audits tab.

   Instead of using a mouse, use the arrow key on your keyboard to access the tab. (The previous Time Entry tab must be highlighted in order to move to the next one.) Then use the Tab key to access other fields. Press Shift and Tab to move back to a previous field. You can also use the arrow keys to scroll.

2. From the Time Period field, select the period for which you want to view audits.

   For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.

3. View the information listed in the grid.

   The columns that display depend upon the type of transaction and its history.

4. Optionally, click Print to print the audit information.

   Your ability to print reports depends on whether you were enrolled with access to reports. For more information about printing reports, see “Printing Time Entry Information” on page 1-9.

END OF PROCEDURE

You just finished learning how to view audits in Time Entry.
Viewing History of Changes to Your Time Card
## Chapter 6
Viewing and Requesting Benefits

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Introduction

The Benefits tab in Time Entry enables you to view benefit balances and view, add, and edit benefit requests. You see the Benefits tab in Time Entry under the following conditions: your organization is using the optional Benefit Tracking functionality, you have been assigned to a benefit plan, and you were enrolled with access for viewing benefit balances.

This chapter covers the following tasks on the Benefits tab:

- Viewing and Editing Benefit Information
- Requesting Time Off
- Printing Benefit Balances
- Deleting Benefit Requests
Viewing and Editing Benefit Information

On the Benefits tab, you can view benefit balances, view the details of specific requests, and add new requests for benefits (time off). Note that the Benefit Requests functionality is based on how it is setup. Some clients may not use the request functionality but allow employees to view their balances.

**Viewing Balances and Requests**

To view information about balances and specific benefit requests, do the following:

1. Log on to Time Entry and click the Benefits tab.

   Apart from using the mouse, you can also use the arrow keys on your keyboard to access the tab. (The previous Time Entry tab must be highlighted in order to move to the next one.) After accessing the tab, use the Tab key to access other fields. Press Shift and Tab to move back to a previous field. After you type or select information, press Enter. You can also use the arrow keys to scroll.

The following figure illustrates the Benefits tab. In some cases, the Benefits tab is the only tab displayed. And for some users, only the Benefit Balances grid displays on the tab. For instructions on printing balances, read “Printing Benefit Balances” on page 6-11.

![Time Entry Benefits Tab](image)

**Figure 6-1. Time Entry Benefits Tab**

2. Review the Benefit Balances grid.

   If you only have rights to the balances grid, the following is true:

   - The first column displays the types of benefits in your plan and whether you take them in increments of hours or days.
   - The second column displays how much time you have used
   - The third column displays how much time off you have left.
The balances reflect transactions entered from all sources.

- If you have access to only the balances grid, you see your benefit balances as of the end of the selected pay period.
- If you have access to the benefit requests calendar (as shown in Figure 6-2), you see benefit balances as of the date you selected on the calendar.

Click Refresh to update the balances.

3. Click the appropriate month button or use the calendar control to select the month for which you want to view information about benefit requests.

   - The month button displays in bold type if there are existing benefit requests for the month. For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.

4. On the calendar, click the day of the month. You can read summary information about the benefit request in the text box below the calendar or by hovering your mouse pointer over the date.

   - You can select more than one day at a time on the calendar by holding down the Ctrl key as you click each day. Summary information for each day displays in the text box.

The following figure illustrates the summary information for the selected date of May 2. Notice there are several types of requests for the one day.

![Figure 6-2. Time Entry Benefits Tab](image-url)
5. Review the color legend to the right of the calendar. It explains what the colors on the calendar represent. If a day contains benefit requests, the date in the calendar is color coded to show the status of the request as follows:

- Green represents Approved requests.
- Yellow represents Pending requests.
- Magenta represents requests with a status of See Manager.
- Red represents Declined requests.
- Black represents a Blackout Date.

If you have multiple requests on the same day and each has a different status, the background color of the date displays according to the following hierarchy:

- Declined
- See Manager
- Pending
- Approved
- Blackout Date

**Example:**

You requested a half-day of vacation time and a half-day of personal time on the same date. Your manager approved the request to use a half-day of vacation time, but declined the request to use a half-day of personal time. In this case, the background color of the date cell is red because the Declined (red) status is higher on the hierarchy than the Approved (green) status.

If your manager overrides a blackout date to approve time off for part of a blacked out date, the date displays a green background with a black border.

If a benefit request requires more than one manager’s approval, it displays the yellow pending status until both managers approve it. The higher manager’s status is final; in other words, the higher-level manager can reverse the status granted by the lower-level manager.

6. Click **View Requests** to see more detailed information about the benefit request.

   - You can also double-click the date or right-click the date and select **View Requests**.

   - Details for requests on multiple days display at the same time when the requests are for the same type of benefit, same amount, and in the same status.

   If a single date contains more than one type of benefit request, select the request you want to view from the **Type** field on the View Benefit Request page. (Access the View Benefit Request page by making these selections: **Benefits** tab ~ Select request date ~ click **View Requests**.)
The following figure illustrates details for a single request.

![Time Entry View Benefit Request Page](image)

**Figure 6-3. Time Entry View Benefit Request Page**

Now that you know how to view benefit requests, you can learn how to edit them.

**Editing an Existing Request**

You can edit requests that your manager has not yet processed.

1. From the **Benefits** tab, click the day of the month that contains the benefit you want to edit.

2. Click **View Requests**.

3. Make changes to the request by following Step 5 through Step 10 in “Requesting Time Off” on page 6-7.

You just finished learning how to view benefit balances and view or edit benefit requests in Time Entry.
Requesting Time Off

Use the Benefits tab of Time Entry to request time off benefits such as vacation and sick time.

1. From the Time Entry page, click the Benefits tab.

   The following figure illustrates a month with no requests.

   ![Time Entry Benefits Tab Page](image)

   **Figure 6-4. Time Entry Benefits Tab Page**

2. Select the month in which you want to use the benefit by clicking the appropriate month button or by using the calendar control arrows.
3. On the calendar, click the day or days for which you are requesting time off. A border displays around the date you clicked.

You can select multiple dates by holding the Ctrl key as you click the dates. If you request time off for multiple dates at a time, the requests must be for the same benefit type and amount. The multiple dates must be in the same month, also.

You can request multiple benefits on the same day as long as each benefit type is unique and the total hours requested do not exceed the Work Hours Per Day entered in the main TimeSaver application.

A day that already has a benefit request cannot be included in multiple date selections for new requests. Select that day by itself if you want to add another request to it.

If you click a date that is blacked out, a message states that you cannot enter time off requests for that date. However, your manager may be able to override the blackout date. If your manager approves time off on a blackout date, you can see the green background color on the date and see the summary of the benefit when you click the date or hover your mouse over it. But you cannot access the View Requests page.

The dates you select must be in an open pay period that is no older than two pay periods back.

4. Click **Add Requests**. The Add Benefit Request page displays.

For a single date, you can also double-click or right-click the date and select **Add Requests**.

The following figure illustrates a request for multiple days off (for the same benefit type and amount). The **Type**, **Time**, and **Status** information displays after the request is saved.

![Figure 6-5. Time Entry Add Benefit Request Page](image)

5. In the **Type** field, select the type of benefit such as vacation or sick time.
6. In the **Time Off** field, enter the number of hours you are requesting or review the number of days you selected from the calendar. The **Days** or **Hours** label displays to the right of this field depending upon the benefit type selected and the policies for your benefit plan.

   Also, the **Time Off** field cannot be edited when you are entering a request for multiple days at a time.

7. Review the information in the **Request Details** area. The date you selected displays in the **Dates** box. The **Type**, **Time**, and **Status** display if you save the request and return to this page later to view the details.

8. Select the **Post Pay Period Early** check box if you want to be paid on the last day of the pay period prior to taking the time off.

   Some benefit policies prohibit early payment.

9. In the **Comments** area, enter your comments about the request in the **Comments to Manager** box. You can enter up to 100 alphanumeric characters.

   If you return to view details after your request is processed, the **Comments from Manager** box displays comments entered when your request was approved, declined, or placed in “see manager” status.

10. Click **Save**. The **Benefits** tab displays again with the requested days in yellow (pending).

   If you are requesting time off that exceeds your balance for the benefit period, one of three results occurs. The results depend on settings that your organization worked with ADP to set up:

   - The request is submitted for approval as usual.
   - A detailed message about your balance displays and tells you that you cannot submit the request.
   - A detailed message about your balance gives you a choice to submit or not submit the request.

   If you use a time clock to enter a benefit transaction that exceeds your balance, your request transmits as an invalid transaction. Your manager must process the transaction and activate the recalculation of your balance.
The following figure illustrates the Benefits tab after a new request is saved. The date of the new request displays yellow because it is pending the manager’s response. The status area at the bottom of the tab displays the current date and time, the time and your user ID for the last successful logon, and how long you have been logged on for this session.

![Time Entry Benefits Tab Page](image)

**Figure 6-6. Time Entry Benefits Tab Page**

You’ve just learned how to request time off.
Printing Benefit Balances

If you were enrolled with access to the print feature, you can view and print a copy of your benefit balances. Follow these steps:

1. Log on to Time Entry and click the **Benefits** tab.

2. Click **Print** if you see only the Benefit Balances grid on the tab. It contains your balances as of the end of the selected pay period, including approved future requests within the same benefit year.

3. Click **Print Balances** if you have access to the benefit request features as illustrated in Figure 6-1 on page 6-3. If you have access to the benefit request features, you can click a specific date on the calendar to display and print a grid containing your balances as of the selected date.

   - The **Print** and **Print Balances** grids contain an extra column displaying the total amounts you have used as well as the columns for the benefit types and remaining balances.

4. When the balances grid displays in a browser window, use the browser’s **Print** menu to print a copy of the grid.

Now you know how to print a copy of your time-off benefit balances.
Deleting Benefit Requests

You can delete a benefit request that is still waiting to be processed. Follow these steps:

1. From the Time Entry page, click the **Benefits** tab.

2. Select the date for which you want to delete a benefit request.

3. Click **View Requests**.

   If you are viewing a day with multiple benefit requests, select the one you want to delete from the **Type** field.

4. Click **Delete**. You are prompted to confirm the deletion of the request you selected.

   You can delete multiple requests if they are for the same benefit amount and benefit type.

5. Click **OK**. The deletion is confirmed with a success message at the top of the Time Entry page.

You’ve just learned how to delete a pending benefit request.
### Chapter 7: Creating Templates

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If you are enrolled with the necessary access and you are not paid to a pre-set schedule, you can set up templates for entering multiple transactions at one time.

A single template holds a week of transactions.

Working with templates involves the following tasks:

• Starting the Template
• Entering Specific Transaction Information
• Saving the Template
Starting the Template

To enter transactions for a template, do the following:

1. Log on to Time Entry and select the Template Setup tab.

   Instead of using a mouse, use the arrow key on your keyboard to access the tab. (The previous Time Entry tab must be highlighted in order to move to the next one.) Then use the Tab key to access other fields. After you type or select transaction information, press Enter. Press Shift and Tab to move back to a previous field. You can also use the arrow keys to scroll.

   If there are existing templates, transactions from the first one listed in the Available Template Profiles field show in the grid. If you are creating the first template, No Profiles displays in the profile field and (Insert Row) displays in the empty grid.

The following figure illustrates a blank Template Setup tab.

![Template Setup Tab](image)

Figure 7-1. Template Setup Tab

2. Select a template from the Available Template Profile field if you want to modify an existing template or use it to create a new one.

3. Click (Insert Row) to add a new row in a template.

   If this is a completely new template, the new row contains your home site and home department-position as default information. If this is an existing template, the information in the new row is the same as the row that was copied, except for transaction information. Press Ctrl and click when you insert a new row to copy all the information from the previous row and increment the day.
The following figure illustrates a new row inserted as the first step in creating a template.

Figure 7-2. Template Setup Tab
Entering Specific Transaction Information

After you establish a new row in a template, you can change or enter information according to the type of transaction.

There are three types of transactions you can enter.

- In and Out transactions
- Pay Code transactions
- Project (covering hours or pay codes) transactions

Follow these steps to enter or edit transactions in the template:

1. To add In and Out transactions to the template, follow these steps:
   
a. Click (Insert Row).

   The following figure illustrates a new row ready for a transaction to be completed.

   ![Figure 7-3. Template Setup Tab](image)

   b. Select the day of the week in the Day column.
c. In the Site column, select the site code for the transactions that occur on the selected day of the week.

If you have access to more than 24 sites, this field changes so you can type some or all of the site code description in the column. When you enter the first character, sites that match the character display and you can select from the list.

You can select secondary sites if you were enrolled with access to them and they were assigned to you in the main TimeSaver application.

d. Select the appropriate department and position combination in the Dept-Position column.

The options in this field vary, depending on whether you were enrolled to enter transactions for department/position combinations other than your home department/position.

e. Enter a time in the In column.

f. Enter a time in the Out column.

There are two formats for entering start and stop times: military 24-hour format and standard clock 12-hour format. Your time format is determined when you are enrolled as a Time Entry user.

If you are set up to enter time in military format, then enter a start time between 0000 and 2359. Enter a stop time between 0001 and 2400.

If you are using standard time, enter an a at the end of the time to indicate A.M., or a p at the end of the time for P.M. punches. You can enter the time in several ways, and you do not need to enter a colon between the hours and minutes. For example, to enter an Out punch of 5:00 P.M., you can just enter 5p, and when you tab out of the cell, TimeSaver formats the time to 05:00 P.M. You can also enter all four numbers (in this example, 0500) with or without the colon. If you do not enter an a or p after the time, TimeSaver automatically enters the time in A.M. format, except for 12 that defaults to P.M. (Therefore, if you want to enter an In punch for 7:00 A.M., you can just enter the number 7. When you tab out of the cell, TimeSaver formats the time to 07:00 A.M.)

2. Click (Pre-save) to enter the new transaction in the template grid. The actions column of the row displays a yellow background indicating the transaction is not yet saved to the database.
The following figure illustrates a pre-saved template row for an In and Out transaction.

![Figure 7-4. Template Setup Tab](image)

3. To add a **pay code** transaction, do the following:

   a. Click **Insert Row**.

   b. Select the day of the week in the **Day** column.

   c. In the **Site** column, select the site code for which the transaction is being recorded.

      > If you have access to more than 24 sites, this field changes so you can type some or all of the site code or description in the column. When you enter the first character, sites that match the character display and you can select from the list.

      You can select secondary sites if you were enrolled with access to them and they were assigned to you in the main TimeSaver application.

   c. Select the appropriate department and position combination in the **Dept-Position** column.

      > The options in this field vary, depending on whether you were enrolled to enter transactions for department/position combinations other than your home department/position. If you have access to more than 24 department-position combinations, this field changes so you can type some or all of the department-position description in the column. When you enter the first character, department-positions that match the character display and you can select from the list.
d. Select the appropriate pay code in the **Pay Code** column. You can select pay codes from your assigned pay code group.

If you have access to more than 24 pay codes, this field changes so you can type some or all of the pay code or its description in the column’s text box. When you enter the first character, pay codes that match the character display and you can select from the list.

You can also display and print a copy of the pay codes available to you by clicking the **Pay Codes List** button and using your browser's **Print** menu.

e. Enter a value in the **Hours**, **Dollars**, or **Units** column based on the type of pay code you selected.

   If you select an hour pay code (such as vacation), the next editable field is in the **Hours column**. If you select a dollar pay code (such as tips or commissions), the next editable field is in the **Dollars column**. If you select a units pay code (such as mileage), the next editable field is in the **Units column**.

f. Click 🎨 (Pre-save) to enter the new transaction in the template grid. The actions column of the row displays a yellow background indicating the transaction is not yet saved to the database.

The following figure illustrates a pre-saved pay code transaction in the second row of the template grid.

![Figure 7-5. Template Setup Tab](image)

4. To add a **project** transaction to the template, do the following:

   a. Click 📘 (Insert Row).

   b. Select the day of the week in the **Day** column.
c. In the **Site** column, select the site code for which the transaction is being recorded.

If you have access to more than 24 sites, this field changes so you can type some or all of the site code or description in the column. When you enter the first character, sites that match the character display and you can select from the list.

You can select secondary sites if you were enrolled with access to them and they were assigned to you in the main TimeSaver application.

d. Select the appropriate department and position combination in the **Dept-Position** column.

The options in this field vary, depending on whether you were enrolled to enter transactions for department-position combinations other than your home department-position. If you have access to more than 24 department-position combinations, this field changes so you can type some or all of the department-position description in the column. When you enter the first character, department-positions that match the character display and you can select from the list.

e. Select the appropriate project code in the **Project Code** column. You can select project codes from your assigned project group.

If you have access to more than 24 project codes, this field changes so you can type some or all of the project code description in the column. When you enter the first character, project codes that match the character display and you can select from the list.

f. If you are setting up a template transaction for hours that you work on the project, enter the number of hours in the **Hours** column.

g. If you are setting up a template transaction for something other than the hours worked on the project, select the appropriate pay code in the **Pay Code** column.

Enter a value in the **Hours**, **Dollars**, or **Units** column based on the type of project pay code transaction you are entering.

If you select a project pay code that uses hours (such as vacation), the next editable field is in the **Hours** column. If you select a project pay code that uses dollars (such as tips or commissions), the next editable field is in the **Dollars** column. If you select a project pay code that uses units (such as mileage), the next editable field is in the **Units** column.

Click **Pay Codes List** to see a list of pay codes you can use.

h. Click 💡 (Pre-save) to enter the new transaction in the template grid. The actions column of the row displays a yellow background indicating the transaction is not yet saved to the database.
The following figure illustrates a pre-saved project transaction in the third row of the template setup grid. This example is a simple Hours project transaction.

**Figure 7-6. Template Setup**

### Editing Template Transactions

To edit a pre-saved or saved template transaction, follow these steps:

1. Log on to Time Entry and select the **Template Setup** tab.
2. Click 🆕️ (Edit) in the transaction row.
3. Enter or select the new information.
4. Click 🔄 (Pre-save). If you don’t want to keep the changes, click 🔄 (Undo) before pre-saving.

### Deleting Template Transactions

To delete a pre-saved or saved template transaction, follow these steps:

1. Log on to Time Entry and select the **Template Setup** tab.
2. In the **Available Template Profiles** field, select the template in which you want to perform the deletion.
3. Click the 🗑️ (Trash Can) next to the specific transaction. A **Time Entry Delete** popup window requires you to complete or cancel the deletion.
Saving the Template

After you have entered and pre-saved new or edited transactions for a typical work pattern, you can give the template a name and save it.

1. Click **Save As** if this is a new template. A **Save Template** popup window displays.

   - Click **Save** if you are making a change in an existing template.

   ![Save Template Window](image)

   **Figure 7-7.** Save Template Window

2. Enter a name in the **Save Template As** field and click **Save**. The saved template displays. The name of the template displays in the **Available Template Profiles** field on this tab and also at the top of the Time Entries tab. See “Applying Templates” on page 3-4 to learn how to use the template for recording transactions.
The following figure illustrates a completed template.

You can save incomplete transactions into the template. For example, you may work in a certain department and position on a certain day of the week; however, the hours may vary each week. You can save the day with the department and position as a row in the template, but leave the punches or pay code fields blank. When you apply the template to a time period on the Time Entries tab, the incomplete transaction displays in edit mode until you enter the remaining information for the transaction.

![Figure 7-8. Template Setup Tab](image-url)
Deleting a Complete Template

To delete an entire template, follow these steps:

1. Log on to Time Entry and select the Template Setup tab.

2. In the Available Template Profiles field, select the template you want to delete.

3. Click Delete. A message prompts you to confirm the deletion, and a success message displays at the top of the page.

You just learned how to set up a template for entering multiple transactions at one time.
Deleting a Complete Template
Chapter 8

Approving Time Cards

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Introduction

From the Time Entry page, you can approve (and undo approval of) your time card for the previous, current, or next pay period.

The ability to approve and undo approval of your time card depends upon whether you were enrolled with access to one or both features.
Approving Time Cards

To approve your time card, do the following:

1. Log on to Time Entry.

2. From the **Time Period** field, select the period for which you want to approve your time card.

   Instead of using a mouse, use the **Tab** key on your keyboard to access fields and buttons. Once you have made a selection, press **Enter**. Press **Shift** and **Tab** to move back to a previous field or button. You can also use the arrow keys to scroll.

   For more information about the fields and buttons that display at the top of the page, see “Understanding Time Entry Header Fields” on page 1-8.

3. After transactions are saved for the entire pay period, click **Approve**. The Approve Time Card popup window displays, warning that you cannot enter new transactions after you have approved the time card.

   The **Approve** button does not display if the pay period has been signed off by your manager.

   Also, you cannot approve a time card for a selected date range unless the boundaries of the date range represent a pay period.

---

**More info**

Click the question mark icon in the upper right corner of the web page to access online help.

---

![Approve Time Card Window](image)

**Figure 8-1. Approve Time Card Window**
4. Click **OK** to approve your time card. If your organization requires that you attest to the accuracy of your timecard, the Approve Time Card popup window contains a statement such as the one in the following illustration.

![Figure 8-2. Approve Time Card Window with Attestation Statement](image)

5. If you are presented with an attestation statement, select the **I Agree to the above statement** option and then click **OK**. If you approve the time card without attesting to its accuracy, a message will ask you if you still want to proceed with the approval.

After you approve your time card, the approval date and time are noted in the status area at the lower left of the Time Entry page.

- Approving a pay period also approves all previous unapproved pay periods. Reversing approval for a pay period does the same for the approved pay periods that follow it.
The following figure illustrates transactions that have been approved by the Time Entry employee and signed off by the employee’s manager. Details of the employee’s approval and the manager’s sign off display in the lower left corner of the Time Entry page. Action icons and the Approve/Unapprove button are no longer available.

Figure 8-3. Time Entries Tab

You just finished learning how to approve your time card.
Reversing Time Card Approvals

If your manager has not yet signed off on your time card, you can reverse approval of the time card by clicking the **Undo Approval** button.

After your manager has signed off on time cards for your pay group and site, you cannot make any changes to your Time Entry transactions unless the manager reverses the sign off. You can see notation of the manager’s sign off in the status area at the lower left of the Time Entry page.

The ability to approve and undo approval of your time card depends upon whether you were enrolled with access to one or both features.

To reverse approval of your time card, do the following:

1. Log on to Time Entry. The Time Entry page displays.

2. Click **Undo Approval** to reverse approval (and the attestation statement) of your time card. The Undo Time Card Approval popup window displays.

   ![Figure 8-4. Undo Time Card Approval Window](null)

3. Click **OK** to undo your approval. You can then record new entries or edit previous entries on the time card if you have editing rights.

   Reversing approval also reverses the attestation.

You just finished learning how to reverse your time card approval in Time Entry.
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